



E-Fax Installation and Getting Started Guide

Date: 5/19/2009

Version: 1.0



Table of Contents

Installing E-Fax 3

Logging in to the Fax Utility (FaxUtil) 8

Sending a Fax..... 9

Installing E-Fax

For DC-Net Help Desk support, call 202-715-3733.

To install E-Fax:

1. Click the following link: <\\10.90.19.102\RightFax Clients\>
2. Enter your login name **faxclient** and password **rightfax** for the E-Fax installation.
3. When the window opens, double-click on **setup** icon.



4. When the window opens, click **Run**.



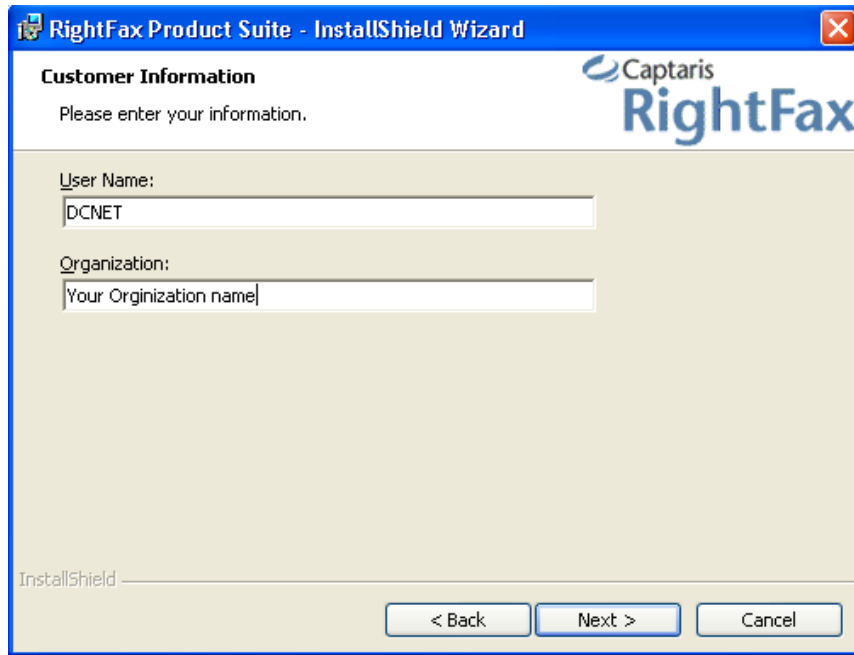
5. The RightFax Product Suite InstallShield Wizard opens. Click **Next**.



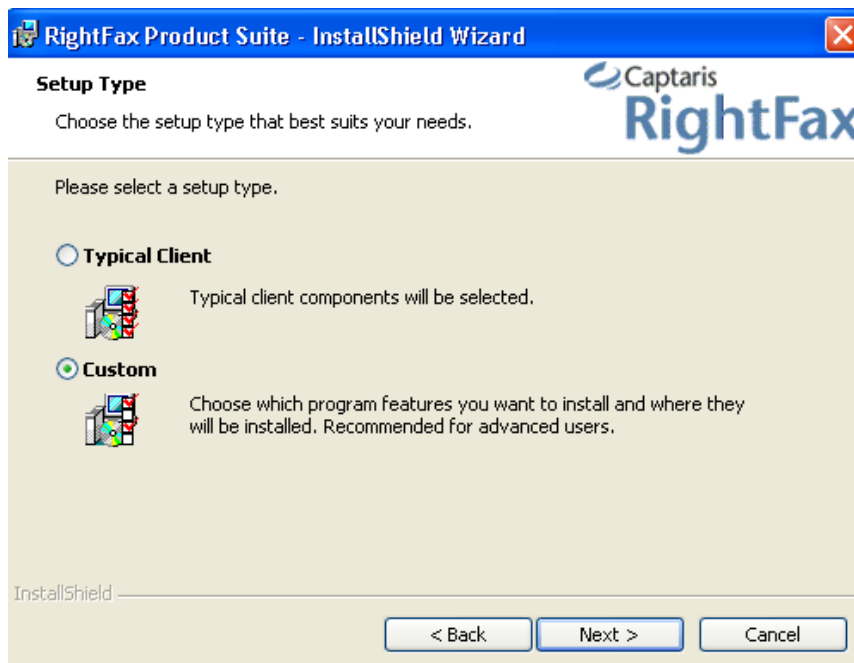
6. On the License Agreement window, click **I Accept...** and then click **Next**.



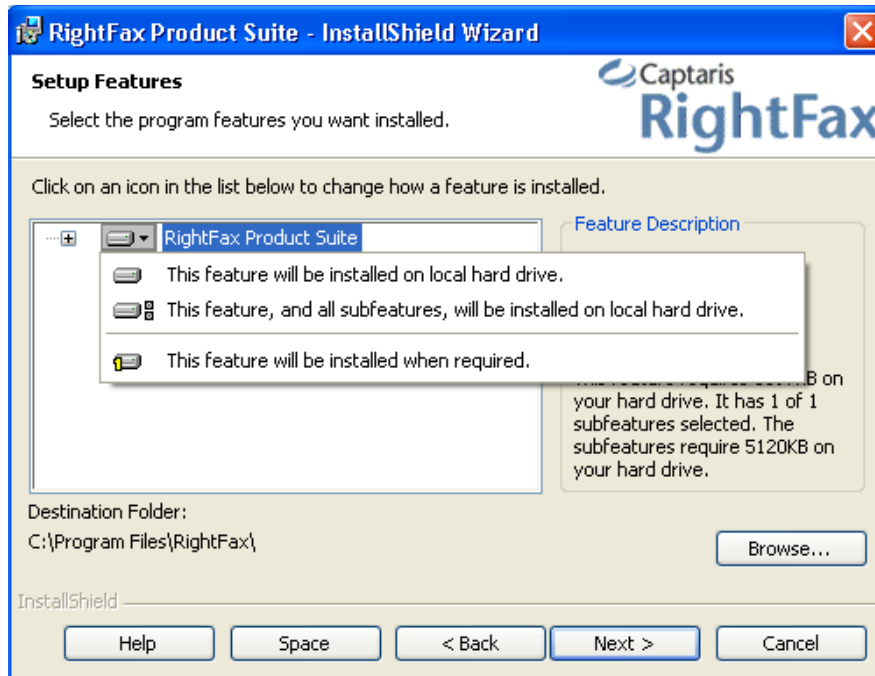
7. On the Customer Information window, under User Name enter **DCNET**. Enter your organization name.



8. On the Setup Type window, choose **Custom** and then click **Next**.

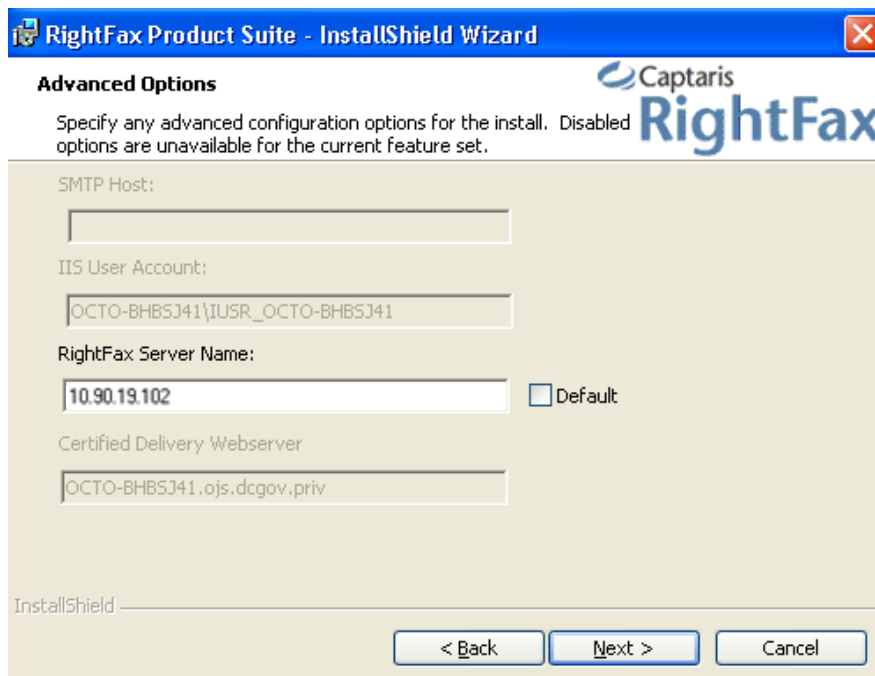


9. On the Setup Features window, click **Next**.

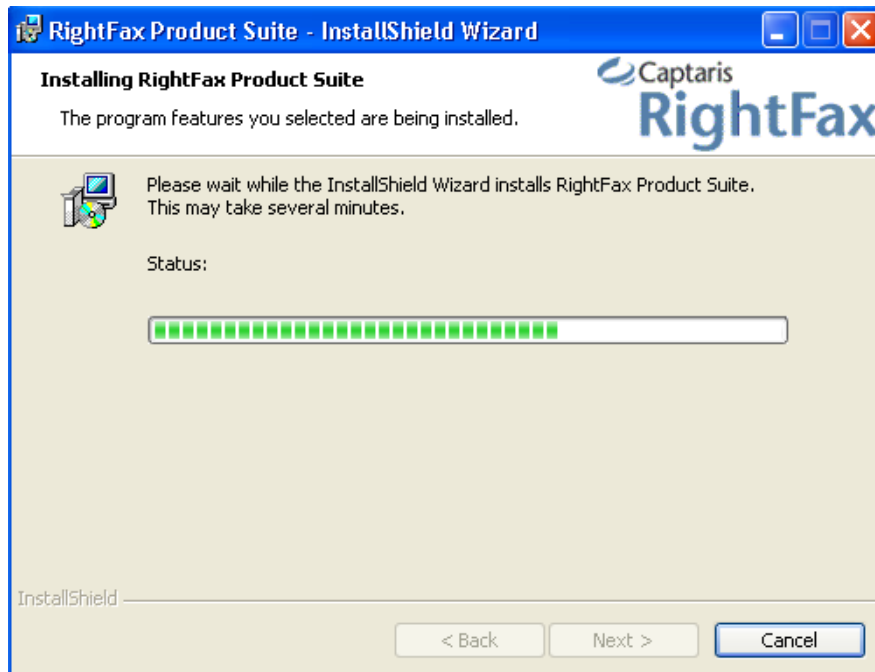


10. On the Advanced Options window, clear Default and under RightFax Server Name, enter: **10.90.19.102** and click **Next**.

Note: You must change the RightFax Server name to 10.90.19.102.

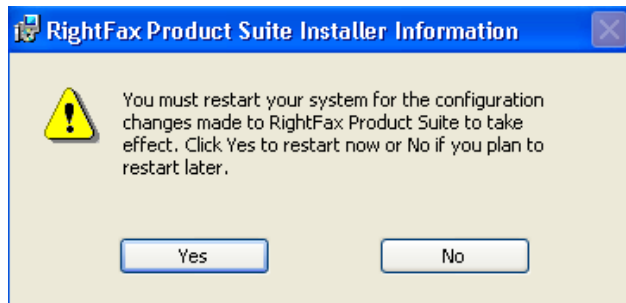


11. Click **Install**. Installation starts



12. When installation is complete, click **Finish**.

13. A message prompts you to restart your system. Click **Yes**.



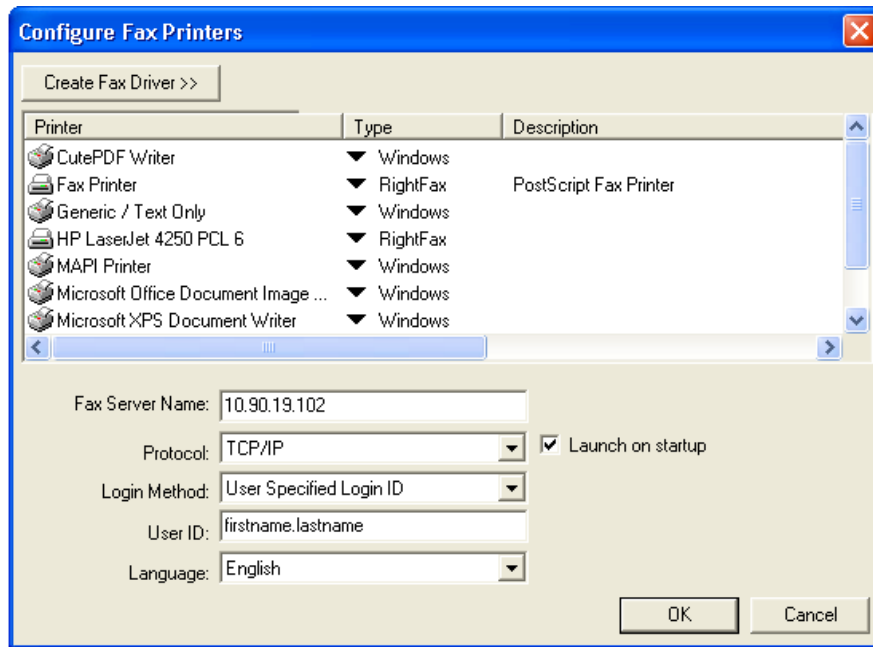
14. After reboot, log in.

If you receive **Error 1722**, this occurs when the name entered in the Advanced Options window will not resolve. To resolve this:

1. Click the new **RightFax** icon on the Windows task bar.



2. Click **Configuration**. The Configure Fax Printers window opens.

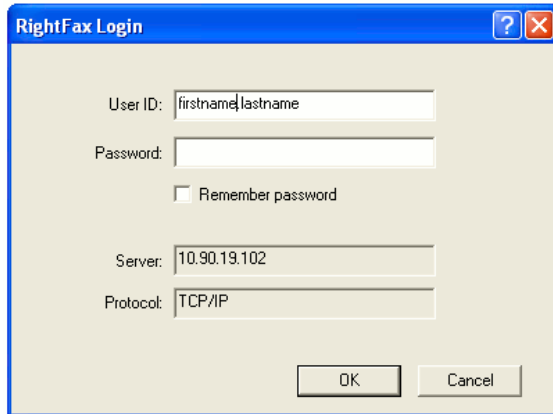


- a) Change the Fax Server Name to **10.90.19.102**.
 - b) Make sure that Protocol is set to **TCP/IP** and Login Method to **User Specified Login ID** as indicated in the figure above.
 - c) Enter your first and last names separated by a period (.) for the User ID.
3. Click **OK**.

Logging in to the Fax Utility (FaxUtil)

The FaxUtil application lists all faxes that you have sent and received and gives you options for managing faxes. In FaxUtil, double-click a fax to print it, forward to a new number, or delete it.

1. On the Windows task bar, click the **RightFax** icon and select **FaxUtil**.



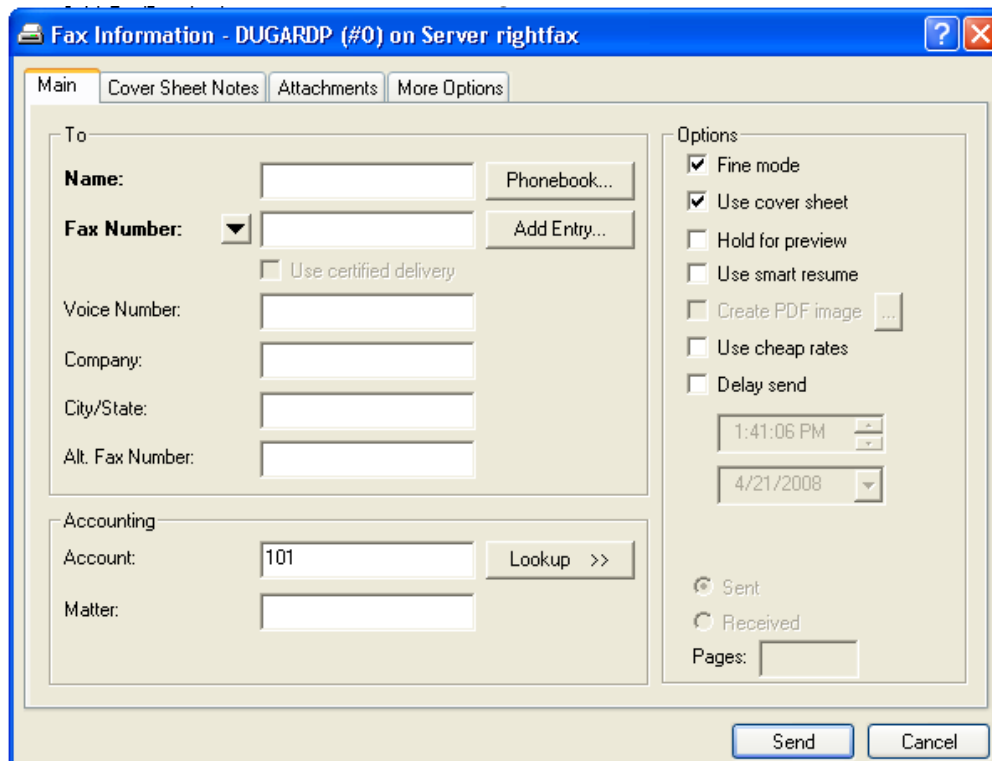
The RightFax Login dialog box has a blue title bar with the text "RightFax Login" and standard window controls. It contains the following fields and options:

- User ID: A text box with the placeholder text "firstname.lastname".
- Password: A text box.
- Remember password: A checkbox.
- Server: A text box with the value "10.90.19.102".
- Protocol: A text box with the value "TCP/IP".
- OK and Cancel buttons at the bottom right.

2. Enter your User ID (firstname.lastname) and password and click **OK**.

Sending a Fax

1. Click the new **RightFax** icon on the Windows task bar.
2. Click **Quick fax/Broadcast....**



The Fax Information dialog box has a blue title bar with the text "Fax Information - DUGARDP (#0) on Server rightfax" and standard window controls. It features several tabs: "Main", "Cover Sheet Notes", "Attachments", and "More Options". The "Main" tab is active and contains the following sections:

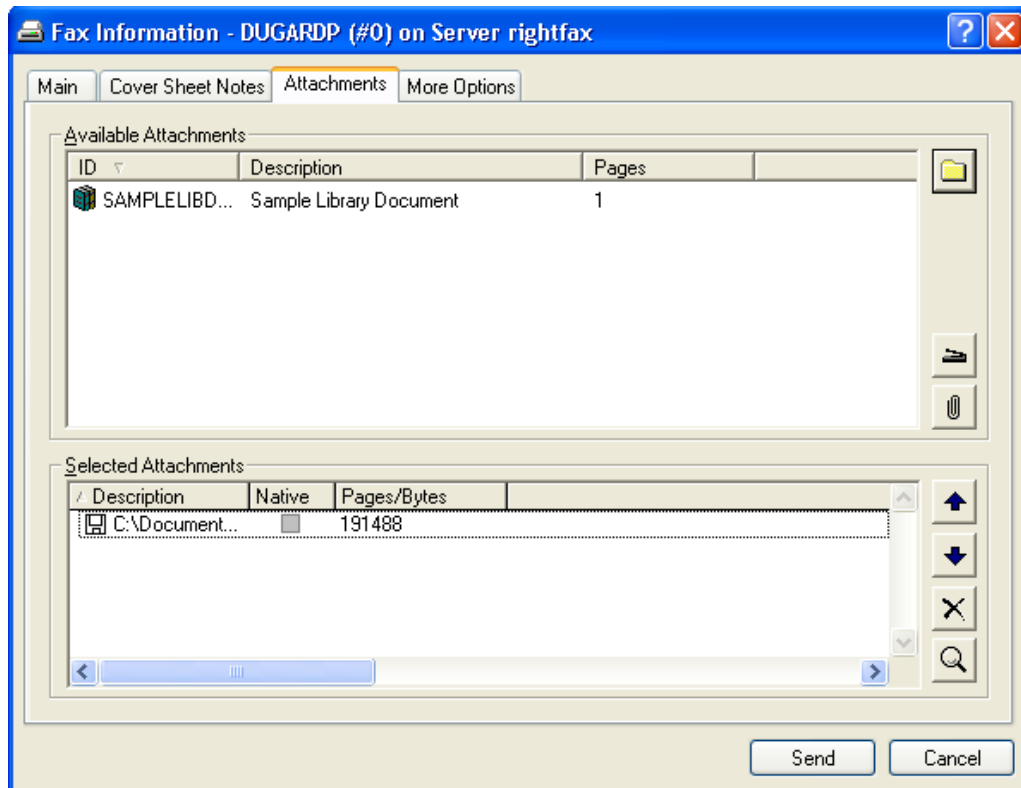
- To:**
 - Name: A text box with a "Phonebook..." button.
 - Fax Number: A dropdown menu followed by a text box and an "Add Entry..." button.
 - Use certified delivery: A checkbox.
 - Voice Number: A text box.
 - Company: A text box.
 - City/State: A text box.
 - Alt. Fax Number: A text box.
- Accounting:**
 - Account: A text box with the value "101" and a "Lookup >>" button.
 - Matter: A text box.
- Options:**
 - Fine mode: ☒
 - Use cover sheet: ☒
 - Hold for preview: ☐
 - Use smart resume: ☐
 - Create PDF image: ☐ with a "...
 - Use cheap rates: ☐
 - Delay send: ☐
 - Time: A time picker showing "1:41:06 PM".
 - Date: A date picker showing "4/21/2008".
 - Sent/Received: Radio buttons for "Sent" (selected) and "Received".
 - Pages: A text box.

At the bottom right are "Send" and "Cancel" buttons.

3. Enter the Name and Fax Number of the person who will receive the fax. Other boxes are not mandatory.
4. Click the **Attachments** tab.


5. Click the **folder** icon on the right side of the panel, and browse to find and select the document.

Note: Attached documents must be in Microsoft Office 2003 format. RightFax does not support Microsoft Office 2007 formatted documents.



6. Click **Send**.

To check the status of the fax go to the FaxUtil screen.

To refresh the FaxUtil screen, click the green circular arrow icon ().